



Dear Prospective Applicant,

Thank you for your interest in the Indiana Office of Energy Development (OED) Community Energy Plan (CEP) program. This program will offer non-entitlement towns, cities, and counties in the State of Indiana the opportunity to work with a vendor to develop an individualized community energy plan, all at no cost to the communities.

This document is intended to provide guidance and assist in completing the accompanying application. Included in this guidance are the CEP guidelines, Awardee Responsibilities, and Terms and Conditions.

CEP applications may be submitted online from April 27, 2011 to May 27, 2011. Applications must be submitted through OED's grant management website, <https://extranet.in.gov/oed/grants/default.aspx>. All applications will be reviewed competitively following the close of the application period. You will be notified if any information is missing or if more information is required for a complete analysis during the review process. The review process is expected to only take a few weeks.

Sincerely,

A handwritten signature in black ink that reads "Megan Murray". The signature is written in a cursive, flowing style.

Megan Murray  
Program Manager  
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## **I. Introduction**

Energy efficiency is an important practice to implement in order to conserve energy and manage costs. In a time of rising energy costs and increased energy supply volatility, it is vital to our economic future to decrease energy consumption and lower long term energy costs. To support these efforts, the Indiana Office of Energy Development (OED) is soliciting applications for the Community Energy Plan program from eligible non-entitlement towns, cities and counties in the State of Indiana. Selected communities will work with OED's vendor to complete the individualized plan at no cost to the communities.

The purpose of the Community Energy Plan is to provide eligible communities with an individualized energy plan that offers real energy savings. Throughout the process, it is anticipated the vendor will:

- compile a comprehensive inventory performed of all community energy usage. This includes, but is not limited to, buildings, fleets, streetlights, and wastewater treatment facilities;
- provide a full energy audit, which will result in identifying potential energy saving measures;
- review utility bills to establish a baseline;
- offer suggestions to tweak the community's decision-making process to incorporate energy efficiency efforts;
- suggest changes to streamline purchasing policies while following the community's procurement process;
- raise awareness within the community about ways to increase energy efficiency by having meetings with stakeholders to present the plan to each community;
- provide communities with suggestions for possible future funding.

## II. Program Requirements

### Program Objectives

With this opportunity, OED is seeking applicants which:

- Are non-entitlement communities;
- Have an interest in increasing energy efficiency and/or energy conservation;
- Would not have the opportunity to have an energy audit performed due to financial restrictions;
- Demonstrate the initiative to increase environmental awareness within the community by implementing changes from the community energy plan.

### Eligible Applicants

Eligible applicants are only non-entitlement towns, cities and counties within the State of Indiana. You may visit this website to see if you are included in the list of entitlement communities <http://www.in.gov/oed/2631.htm>. The US Department of Energy has made these selections for entitlement communities. Please do not apply if your community is on this list.

Successful applications will explain why they should have a community energy plan developed. Applications that show previous efforts made by the community to increase energy efficiency are also desirable.

*All applicants must meet all of the following criteria:*

- ☐ Town, city or county must be located in Indiana.
- ☐ Town, city or county must be listed as a non-entitlement community, which **excludes** the communities on this website <http://www.in.gov/oed/2631.htm>.

### Funding

This program is provided at no cost to communities. However, if a community chooses to pursue any work as a result of this opportunity, it must still go through its proper bidding procedures. **OED will not reimburse communities for any expenses incurred during the application process or thereafter.**

## III. Application Process

Only complete applications will be allowed to be submitted. The application must be completed and submitted through OED's online grant management system <https://extranet.in.gov/oed/grants/default.aspx>. Applications submitted through other means will not be accepted.

Only one application per applicant will be accepted. Applications must come from the town, city, or county government. Applications will not be accepted from municipal agencies, school corporations, or the like. Please be aware that your community may already have a username and password on this system. Please contact the program manager with any questions regarding this system.

OED may request additional information after submission from an applicant to further evaluate an application. Failure to adequately address the request will cause OED to score the application as is, which could affect an applicant's overall score and/or eligibility.

OED expressly reserves the right to modify or withdraw this request for applications at any time, whether before or after applications have been submitted.

### **DUNS Number**

All applicants must have a DUNS number to be eligible. If your organization does not have a DUNS number, go to the Dun & Bradstreet (D&B) online registration located at <http://fedgov.dnb.com/webform/displayHomePage.do> to receive a number free of charge or call 1-800-234-3867. Please be aware that this process may take up to 10 days. If you are not in receipt of a DUNS number at the time of application, you must submit it to the program manager within 7 days of application. Failure to do so may result in loss of eligibility for grant funding.

## **IV. Award Process**

### **Evaluation Criteria**

Applications shall be evaluated based upon the community's willingness and enthusiasm to participate in the Community Energy Plan program. Applications shall be evaluated on a community's desire to implement changes as a result of the Community Energy Plan. Previous participation in an OED grant program or other federal or state programs will also be considered.

### **Awards**

OED will notify awardees if they are chosen for the program. Work is anticipated to begin with the vendor in mid-June. The time frame for the program will go until December 31, 2011. Since all communities will not be worked on at the same time, please be certain that your community is able to participate within this timeframe. Please refrain from applying if you will not be able to participate during any period of that time. OED will coordinate the work of the vendor with the communities throughout the duration of the program.

## **V. Community Responsibilities**

While the below responsibilities, terms, and conditions are not exhaustive and intended to substitute for the awardee reading and understanding of the contract between their entity and the State of Indiana, they provide an example of the behavior and deliverables expected by OED and the U.S. Department of Energy.

If chosen, communities will need to submit documentation and financial information regarding all public-owned buildings and other property to the vendor if and when requested. Additionally, communities will need to allow access to all records and materials by the contractor.

### **Reporting Requirements**

Communities will be expected to submit a follow-up report to OED at the completion of the program by May 31, 2012.

### **Maintain Communication**

Each community shall maintain communication with the Office of Energy Development for the duration of the program. The community is obligated to report any changes or problems to OED as soon as they become aware.

### **Tax Liabilities**

The awardee must be current on all tax liabilities owed to the Indiana Department of Revenue or the Indiana Department of Workforce Development prior to participating in the program. OED encourages applicants to contact these agencies to determine their status prior to applying.

## **VI. Appendix A: Terms and Conditions**

### **Award Approval**

OED administers the Community Energy Plan program and will review and score all applications. All applications submitted will be scored competitively against one another. OED will notify communities when they are chosen for the program. While the program timeframe will go from mid-June through December 31, 2011, please be aware that communities and work with the vendors will be evenly spaced throughout this period.

### **Confidentiality of Information**

To the extent feasible and permissible by law, the Office of Energy Development (OED) will honor an applicant's request that confidential information submitted to OED will remain confidential. OED will treat information as confidential only if: (i) the information is, in fact, protected confidential information such as trade secrets or privileged or confidential commercial or financial information; (ii) the information is specifically marked or identified as confidential by the applicant; (iii) the information is segregated and placed in a separate appendix to the application; and (iv) no disclosure of the information is required by law or judicial order. If the application results in award of a grant, the honoring of confidentiality of identified data shall not limit the right of OED to disclose the details and results of the grant to the general public. Each and every page containing proprietary data must be clearly identified and marked CONFIDENTIAL.

### **Indemnification**

To the extent allowable by law, Applicant agrees to indemnify, defend, and hold harmless the State, its agents, officials, and employees from all claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission associated with the submission of this application. The State shall **not** provide such indemnification to the applicant.